

### Across the Nations Child Anti Bullying Policies and Procedures<sup>1</sup>

Version 1.0

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<sup>1</sup> This policy is based on a NSPCC Template. Across the Nations would like to thank the NSPCC for making these templates available to the public

## Section 1: Across the Nations Child Anti Bullying Policy Statement

### Purpose

Across the Nations (AtN) is a Charitable Organisation that is committed to providing services to remote vulnerable populations overseas including children and families as part of its activities through our network of partners.

The purpose of this policy statement is:

- To prevent bullying from happening between children and young people who are a part of our organisation and take part in our, or our partners, activities
- To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support needed
- To provide information to all staff, volunteers, children, and their families about what we should all do to prevent and deal with bullying

### The scope of this policy statement

This policy statement applies to anyone working on behalf of AtN and partnership projects, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

### Guidance

Separate documents set out:

- Our code of behaviour for children, young people, and adults
- Our policies and procedures for preventing and responding to bullying and harassment that takes place between adults involved with our organisation

### What is bullying?

Bullying includes a range of abusive behaviour (Including online) that is:

- Repeated
- Intended to hurt someone either physically or emotionally

### Policy Statement

We believe that children and young people should never experience abuse of any kind and that we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We recognise that bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse, and everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### We will seek to prevent bullying by:

- Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- Holding regular discussions with staff, volunteers, children, young people, and families who use our organisation about bullying and how to prevent it. These discussions will focus on:
  - Group members' responsibilities to look after one another and uphold the behaviour code
  - Practising skills such as listening to each other
  - Respecting the fact that we are all different
  - Making sure that no one is without friends
  - Dealing with problems in a positive way
  - Checking that our anti-bullying measures are working well
- Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic, and sexual bullying
- Putting clear and robust anti-bullying procedures in place
- Making sure our response to incidents of bullying considers:
  - The needs of the person being bullied
  - The needs of the person displaying bullying behaviour
  - Needs of any bystanders
  - Our organisation as a whole
- Reviewing the plan developed to address any incidents of bullying at regular intervals, to ensure that the problem has been resolved in the long term

We recognise that bullying is closely related to how we respect and recognise the value of diversity

### We will be proactive about:

- Seeking opportunities to learn about and celebrate difference
- Increasing diversity within our staff, volunteers, children, and young people
- Welcoming new members to our organisation

### Related Policies and Procedures

(See Appendix A for: ['Flow Chart for Dealing with Accusations of Bullying against a child, young person, or adult at risk'](#))

This policy statement should be read alongside our organisational policies and procedures including:

- Child protection/safeguarding policy statement, found in **'01 Across the Nations Safeguarding Policy'** Section 1
- Code of conduct for staff and volunteers, found in **'01 Across the Nations Safeguarding Policy'** Section 2
- Procedures for responding to concerns about a child or young person's wellbeing, found in **'01 Across the Nations Safeguarding Policy'** Section 3
- Dealing with allegations made against a child or young person, found in **'01 Across the Nations Safeguarding Policy'** Section 3
- Managing allegations against staff and volunteers, found in **'01 Across the Nations Safeguarding Policy'** Section 4

- Online safety policy and procedures for responding to concerns about online abuse, Code of conduct for staff and volunteers, found in ***02 Across the Nations Digital Safety Policy*** Section 1
- Equality and diversity policies, found in ***'04 Across the Nations Policy and Procedures for Safe Recruitment'***, Section 4.

### Legal framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in the UK.

## Section 2: Across the Nations Adult Anti Bullying Policy Statement

### Purpose

Across the Nations (AtN) is a Charitable Organisation that is committed to providing services to remote vulnerable populations overseas including children and families as part of its activities through our network of partners.

The purpose of this policy statement is:

- To prevent bullying from happening in AtN, or partner projects, work contexts
- To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support needed
- To provide information to all staff and volunteers about what we should all do to prevent and deal with bullying

### The scope of this policy statement

This policy statement applies to anyone working on behalf of AtN, and partnership projects, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

### Policy Statement

Member/affiliate behaviour or conduct which involves the harassment, exploitation, intimidation or bullying of an individual is unacceptable and will not be tolerated by AtN.

This is a global procedure and seeks to follow good practice, however, some elements may need to vary in different countries in line with local legislation.

We believe that all AtN, and partner project's, staff and volunteers have the right to a healthy working environment where there is no harassment, exploitation, intimidation, or bullying.

All are responsible for creating and maintaining a positive working environment in which harassment, exploitation, intimidation, and bullying are unacceptable.

### We recognise that:

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- All staff and volunteers, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying

### We will seek to prevent bullying by:

- Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities

- Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic, and sexual bullying
- Putting clear and robust anti-bullying procedures in place
- Making sure our response to incidents of bullying considers:
  - The needs of the person being bullied
  - The needs of the person displaying bullying behaviour
  - Needs of any bystanders
  - Our organisation as a whole

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- Seeking opportunities to learn about and celebrate difference
- Increasing diversity within our staff and volunteers
- Welcoming new members to our organisation

The following conduct is unacceptable, and amounts to a breach of this procedure:

- **Harassment:** Unwanted conduct (whether verbal, physical or emotional) which is related to a person's sex, marital status, sexual orientation, race (including skin colour, nationality or ethnic or national origin), religion or belief, age or disability with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment.
- **Sexual harassment:** Sexual attention becomes sexual harassment if it is continued once it has been made clear that it is offensive or unwelcome. It should be noted, however, that a single incident may constitute sexual harassment, if sufficiently serious.
- **Sexual exploitation:** Any actual or attempted abuse of someone who is in a position of vulnerability, differential power, trust, or dependency, for sexual or sexualised purposes. This includes the offer or promise of monetary or any other incentive or form of coercion.
- **Sexual favouritism:** where a person who is in a position of authority rewards only those who respond to his/her sexual advances, and/or denies deserved advancement to employees who do not submit to sexual advances.
- **Grooming:** The cultivation of emotional relationships with those in positions of vulnerability or inequitable power, with the intention or potential of manipulating these relationships into sexualised motives in the future.
- **Bullying:** includes any persistently offensive, abusive, intimidating, malicious or insulting behaviour which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence, or which causes them to suffer stress.
- **Intimidation:** the unreasonable use of member or affiliate's status or authority to require an individual to perform something which the individual knows to be inappropriate, illegal or in direct conflict with the organization's procedure.
- **Victimization of, or retaliation against, a member who has complained** in good faith of harassment on the grounds of their sex, sexual orientation, race, age, or disability is unacceptable.
- Any involvement with **human trafficking**

We acknowledge that different cultures/backgrounds can interpret behaviour differently. As such, we ask all members/affiliates to be mindful of the feelings and cultural norms of others and for teams to discuss what is acceptable and what is not given the contextual cultures and dynamics of the team. In general, if someone tells you that they find something offensive/unwanted or unreasonable you should stop.

### What to do if You are Subject to or Identify Harassment, Intimidation or Bullying

If you are subject to, or identify what you believe to be harassment, exploitation, intimidation or bullying you are encouraged to make it clear to the harasser that the conduct is unwelcome/unacceptable. This should be done promptly and unambiguously.

Where this is not sufficient, and the harassment, intimidation or bullying continues, or where it is difficult or inappropriate to raise the issue with the person concerned (for example if they are a line manager or trustee), you should contact the AtN nominated Anti Bullying lead: *[Include name and contact details here]*

#### **Please note:**

- Harassment, exploitation, bullying and intimidation on any of the grounds covered by this procedure is a disciplinary offence and could, depending on the nature of the offense, result in someone being removed from their position in AtN, or partner project
- Serious cases of harassment may constitute a criminal offence and AtN may call the appropriate emergency services / agency to pursue further action.

### Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures including:

- Managing allegations against staff and volunteers
- Code of conduct for staff and volunteers
- Online safety policy and procedures for responding to concerns about online abuse
- Equality and diversity policies.

**Nominated anti-bullying lead**

Name:

Phone/email:

We are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on: .....(date)

Name:

Phone/email:

Signed: .....

*Designated Safeguarding Officer*

Date: .....



Appendix A: Flow Chart for Dealing with Accusations of Bullying against a child, young person, or adult at risk

